



Hamilton

**NON-UNION COMPENSATION SUB-COMMITTEE
REPORT 13-001**

**2:00 p.m.
June 26, 2013
Room 264
City Hall
71 Main Street West
Hamilton, Ontario**

Present: Councillors L. Ferguson (Chair)
M. Pearson (Vice-Chair), R. Powers

**Absent with
Regrets:** C. Collins, T. Whitehead

**THE NON-UNION COMPENSATION SUB-COMMITTEE PRESENTS REPORT 13-001
AND RESPECTFULLY RECOMMENDS:**

**1. Vehicle Insurance for Non-Union Staff (HUR13009) (City Wide) (Item 5.1)
(Attached hereto as Appendix A)**

That the collective agreement provisions of up to \$200 per year for additional insurance charges incurred for use of personal vehicle for business purposes be extended to non-union employees effective January 1, 2013.

2. City Manager/General Manager Car Allowance (HUR13008) (City Wide) (Item 6.1)

(a) That the car allowance for the City Manager and General Manager positions be increased by \$50 per month effective September 1, 2013.

(b) That contents of report HUR13008 respecting car allowance for the City Manager and General Manager positions remain confidential as it contains information related to labour relations and employee negotiations.

FOR THE INFORMATION OF COMMITTEE

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised that there were no changes to the agenda.

The agenda of the June 26, 2013 Non-Union Compensation Sub-Committee was approved as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

None

(c) APPROVAL OF MINUTES (Item 3)

(i) December 12, 2012 (Item 3.1)

The Minutes of the December 12, 2012 meeting were approved as presented.

(d) PRIVATE AND CONFIDENTIAL (Item 6)

(i) City Manager/General Manager Car Allowance (HUR13008) (City Wide) (Item 6.1)

Committee moved into Closed Session at 2:25 p.m. to consider a matter regarding, City Manager/General Manager Car Allowance, pursuant to Section 239 (d) of the *Municipal Act 2001* and Section 8 (d) of the Procedural By-law as the subject matter pertains to labour relations or employee negotiations.

CARRIED

For disposition on this matter refer to Item 2.

(e) New Business (Item 7)

(i) Benefits for Non-union Staff and Council members / Comparable municipalities

Councillor Powers requested that staff investigate the benefits Non-union Staff and Council Members receive in comparable municipalities and

report back to the Non-Union Compensation Sub-committee with an evaluation.

There being no further business the Sub-committee adjourned at 2:29 p.m.

Respectfully submitted,

Lloyd Ferguson, Chair
Non-Union Compensation
Sub-Committee

Andy Grozelle
Legislative Assistant
June 26, 2013



CITY OF HAMILTON

CITY MANAGER'S OFFICE
Human Resources

TO: Chair & Members Non-Union Compensation Sub-Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: June 26, 2013	
SUBJECT/REPORT NO: Vehicle Insurance for Non-Union Staff (HUR13009) - (City Wide)	
SUBMITTED BY: Chris Murray, City Manager	PREPARED BY: Helen Hale Tomasik, 905-546-2424 Ext 4155 Anna Filice, 905-546-2424 Ext. 8910
SIGNATURE:	

RECOMMENDATION(S)

That the collective agreement provisions of up to \$200 per year for additional insurance charges incurred for use of personal vehicle for business purposes be extended to non-union employees effective January 1, 2013.

EXECUTIVE SUMMARY (High level overview)

Currently there is no clear direction on the reimbursement of insurance charges incurred for the use of a personal vehicle for business purposes for non-union staff.

Collective agreements provide provisions for reimbursement of up to \$200 annually for this purpose.

Staff recommends that collective agreement provisions of up to \$200 annually be extended to non-union staff effective January 1, 2013.

Alternatives for Consideration – Not Applicable

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial:

For 2011, 14 non-union employees were reimbursed \$2,274 for business related vehicle insurance expenses. For 2012, 11 non-union staff claimed a total cost of \$1,655 in insurance expenses, and so far in 2013, 6 non-union employees have claimed a total of \$644 for business related vehicle insurance costs.

Staffing: None

Legal: None

HISTORICAL BACKGROUND (Chronology of events)

Collective agreement provisions entitle unionized employees to an allowance of up to \$200 per year for additional insurance charges incurred in the use of their personal vehicle for business purposes. An audit of this benefit occurred in 2012. During sample testing, the City's auditor found that 13 non-union employees were reimbursed for business use vehicle insurance during the 2011 calendar year.

Although past practice has been to grant an allowance to non-union staff in an amount equal to that of union staff, no clear direction currently exists as to whether non-union employees are entitled to this allowance.

POLICY IMPLICATIONS

Currently there is no corporate policy related to transportation benefits. The internal Audit report 2012–09 on "City Vehicle Use, Allowances and Mileage Claims" recommends that such a policy be created. If implemented, car insurance allowance provisions for non-union employees will be included in this policy.

RELEVANT CONSULTATION

Human Resources staff consulted with staff in the Financial Services Division, Corporate Services Department in the preparation of this report.

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

Not applicable.

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

Not applicable.

ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN:

Leadership and Governance

3.2 Build organizational capacity to ensure the City has a skilled workforce that is capable and enabled to deliver its business objectives.

Ensuring that the City of Hamilton has a competitive compensation package for its non-union positions ensures that quality candidates will be attracted to the City and once hired will remain as contributing members of the organization.

APPENDICES / SCHEDULES

None